

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office	(2) MEETING DATE 6/5/2012	(3) CONTACT/PHONE Vincent Morici (805) 781-5011	
(4) SUBJECT Request to approve a contract with AGP Video Inc. to provide video production and cablecasting services for Board of Supervisor, Planning Commission and Health Commission meetings.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and instruct the Chairman to sign the contract with AGP Video Inc. to provide video production and cablecasting services for Board of Supervisor, Planning Commission and Health Commission meetings			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT N/A	(8) ANNUAL FINANCIAL IMPACT \$92,300	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 119001163, 119001164, 119001165		(14) W-9 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
(15) LOCATION MAP No	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date February 27, 2007	
(18) ADMINISTRATIVE OFFICE REVIEW			
(19) SUPERVISOR DISTRICT(S) All -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Administrative Office / (805) 781-5011

DATE: 6/5/2012

SUBJECT: Request to approve a contract with AGP Video Inc. to provide video production and cablecasting services for Board of Supervisor, Planning Commission and Health Commission meetings.

RECOMMENDATION

It is recommended that your Board approve and instruct the Chairman to sign the contract with AGP Video Inc. to provide video production and cablecasting services for Board of Supervisor, Planning Commission and Health Commission meetings.

DISCUSSION

The county began contracting with AGP Video Inc. to provide video production and cablecasting services for the Board of Supervisors and Health Commission meetings in 1999 and, the Planning Commission meetings in late 2002. The County exercised the annual renewal options for the last contract approved in 2007. At the conclusion of the allowable renewal cycle, the County released a Request for Proposals (RFP) for video production, cablecasting and Government Channel Management in December of 2011. Responses were due in January of 2012. AGP Video Inc. was the sole respondent to the RFP. The proposal by AGP was evaluated by the Administrative Office and the General Services Agency Information Technology (GSA IT) and was determined to meet all of the requirements contained in the RFP.

The proposed contract continues the existing level of services for video production and cablecasting and incorporates new criteria for the management of the Government Channel on Charter Cable Channel 21. The new criteria are intended to provide greater clarity of programming priorities for Channel 21. The criteria are also intended to improve the County's ability to utilize Channel 21 by more clearly assigning to the contractor responsibilities as Channel Manager for broadcast programming of additional video content which may be developed by the County. Currently, the broadcast content on Channel 21 is largely related to the broadcast of public meetings. Channel 21 can also be used to broadcast additional programming of a non-commercial, non-partisan nature that involve topics to inform citizens about County of San Luis Obispo services and programs or that may be of interest to the local community. Departments that have or develop video programming will be able to provide AGP Video Inc. the programming for broadcast on Charter Cable Channel 21. Examples of potential programming may include information about the services available from the Health Agency, and Social Services, crime prevention information from the Sheriff and other law enforcement organizations, and fire safety information from the County Fire Department.

The contract restructures the compensation for services. The current compensation for a full day Board of Supervisors and Planning Commission meetings is \$800 per meeting. The current half day rate is \$520 and the three quarter day rate is \$650. The three quarter day rate is paid for any time the Board of Supervisors returned for the afternoon session and concluded at or before 3:00 p.m. The full day rate is paid if the meeting extended after 3:00 p.m. and concluded at or before 5:00 p.m. This contract sets a half day rate of \$500 per meeting as the base compensation. After the regularly scheduled lunch break, compensation will now be at \$100/hour charged in 15 minute increments. When meetings go to the full 5:00 p.m. time frame, the total compensation will be \$850, an increase of about 6% over the current full day rate. However, the new rate structure provides greater flexibility for charges through the hourly rate method rather than the the current three quarter day and full day rate structure. This flexibility will likely offset the increase in the full day rate, and depending upon the length of meetings, may reduce the overall cost as compared to the current rate structure. AGP

currently charges for time that extends into the regular scheduled lunch break and time after 5:00 p.m. and this will continue at the same \$100/hour rate. There is no additional cost for the management of Channel 21 as that cost is incorporated into the rate structure for the meetings.

AGP Video Inc. has the appropriate experience and performance to meet the required services identified in this contract.

OTHER AGENCY INVOLVEMENT

GSA IT, the Clerk-Recorder and Public Works (the County manager for the cable television franchise contract) assisted with the development of the RFP. County Counsel has reviewed the contract for form and legal effect.

FINANCIAL CONSIDERATIONS

The costs for services provided in this contract are within the amounts included in the General Fund allocation for the recommended FY 2012-13 budgets for the Board of Supervisors (\$54,500), Planning and Building Department (\$30,000) and Health Agency (\$7,800). The total annual amount budgeted for all three organizations is \$92,300. The actual cost for services will be dependent upon the number and duration of meetings which require video production and cablecasting.

RESULTS

This contract provides video production, cablecasting and Government Channel management services which allow for the broadcast of the Board of Supervisors, Planning Commission and Health Commission meetings. Broadcasting Board of Supervisors and Planning Commission meetings increases the public accessibility to the deliberations and decisions related to governmental services, land use and a wide variety of issues, programs and services that affect the citizen's of the County. Broadcast of Health Commission meetings increases public accessibility to the Commission's recommendations regarding health programs, health issues and information about health practices that affect County residents. The increased accessibility helps foster an informed citizenry which contributes to the County 's Vision of a Well Governed Community.

ATTACHMENTS

Agreement with AGP Video Inc.